# **Board of Corrections**

**Training Management System** 

User Reference Guide

Last Updated: October 24, 2001

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# 1 Introduction

The following is documentation for the online Request for Certification (RFC) application developed for the Standards and Training for Corrections Division (STC) of the Board of Corrections (BOC) at <a href="http://www.bdcorr.ca.gov/rfc">http://www.bdcorr.ca.gov/rfc</a>. The application is designed to allow STC approved providers and agencies the ability to track their repository of courses certified by the STC. The providers and agencies will be able to view, modify, and recertify existing course, as well as create new courses via the Internet.

The information presented in this document is intended to provide a functional overview of how to use the online RFC Application. It is **not** a policy and regulations manual. Policy and regulation manuals may be downloaded from the Board of Corrections' web site at <a href="http://www.bdcorr.ca.gov">http://www.bdcorr.ca.gov</a>.

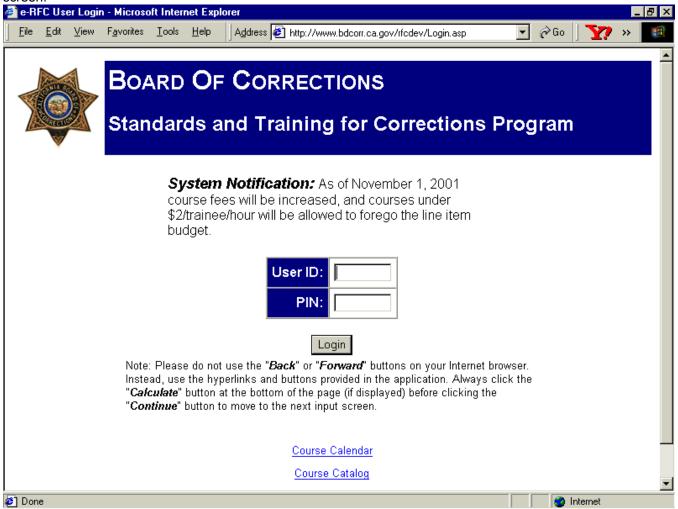
This application was designed to the following specifications:

- Netscape Navigator (4.7 or greater) and Microsoft Internet Explorer (4.0 and greater)
- Screen Size 800 x 600 pixels
- JavaScript must be enabled
- Font size = medium

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# 2 User Login

The user login screen is the point of entry for all users of the RFC application. It requires a User ID and a PIN. Both are supplied by the BOC. If you do not have a User ID or PIN and wish to become an STC approved Agency or Provider, apply online at http://www.bdcorr.ca.gov/rfc/provider/application.asp. If you are a user of the application enter your User ID and PIN, click the "Login" button to be taken to the <a href="Provider/Agency Navigation">Provider/Agency Navigation</a> screen



#### 2.1.1 Notes:

This screen will present a system notification if the BOC needs to distribute information about new functionality, important dates, or system maintenance. In addition, this screen provides the user an opportunity to access the Course Calendar and Course Catalog.

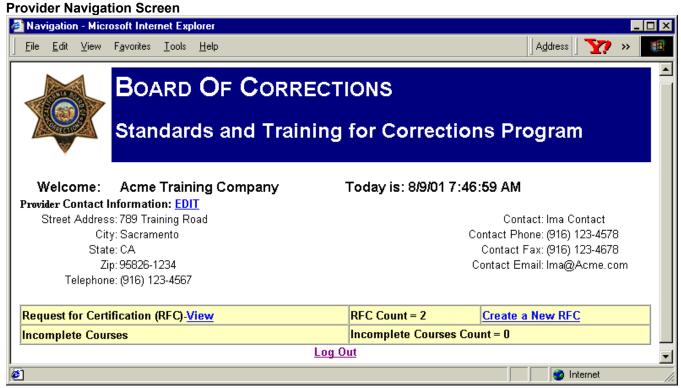
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# 3 Provider/Agency Navigation Screen

The Provider/Agency Navigation screen is the primary interface for STC Approved Providers and Agencies; it provides a comprehensive overview of all courses offered. From this screen users may create new courses as well as modify and recertify existing courses. For Agencies, the Navigation screen can be divided into seven sections: Agency Contact Information, RFC Sponsorship, Request for Certification, Intensified Format Training, Work Related Education, Special Certification, and Incomplete Courses. The Provider version of the Navigation screen has only three sections: Provider Contact Information, Request for Certification, and Incomplete Courses (Figure 4B). The following is a discussion of how to read and use this screen to guide all activities in the online RFC application.



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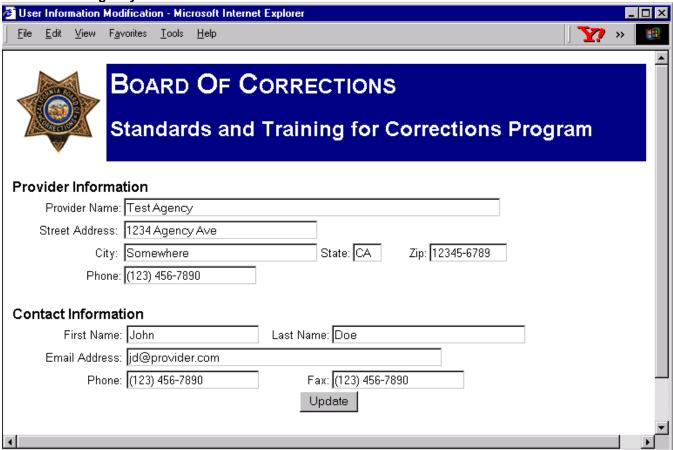


# 3.1.1 Provider/Agency Contact Information

The information in the header allows the user to view and edit Provider/Agency Contact information. The address input here is the address to which all correspondence will be sent. The Provider/Agency contact person should be the high-level contact for your agency. To edit Provider Contact information click on the "Edit" hyperlink. You will be taken to the following screen:

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**Edit Provider/Agency Contact Screen** 



# 3.1.1.1 Overview:

The purpose of this screen is to allow users to quickly and easily modify contact information.

#### 3.1.1.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Provider/Agency	Yes	100	Edit Provider/Agency name.
Name			
Street Address	Yes	30	Edit Provider/Agency street address.
City	Yes	30	Edit Provider/Agency city.
State	Yes	2	Edi Provider/Agency state.
Zip	Yes	11	The system will accommodate either 5 or 9 digit zip codes.
Phone	Yes	20	Must have numeric input. The system will accept "()" and "-"
			as valid characters. If you input seven or ten digits the system
			will automatically format the number.
First Name	Yes	20	Provider/Agency contact first name.
Last Name	Yes	30	Provider/Agency contact last name.
Email Address Yes 100		100	The system will validate any email address entered to make
			sure it fits a recognized email format (e.g.
			your name@something.com).
			If you need to enter multiple contact email addresses,
			separate them by a semi-colon followed by a space "; ".
			Note: If there is no course contact email included for a
			specific course the system will send any course-level

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			correspondence (approval, denial, delinquents rosters, etc.) to the Provider/Agency contact email address. If there is no Provider/Agency contact email address, the system will generate a letter and mail it to the Agency's address.
Phone	No	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system will automatically format the number.
Fax	No	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system will automatically format the number.

# 3.1.1.3 Notes:

Click the "Update" button to submit the information to the BOC and return the user to the Provider/Agency Navigation screen.

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# 3.1.2 RFC Sponsorship

RFC Sponsorship						
Date Submitted	Course Title	Provider Name	Contact	Phone		
11/17/00	Course PDQ	Test Provider	<u>lma</u> Contact	(123) 456-7890		
11/27/00	RFC Awaiting Sponsorship	Test Provider	<u>lma</u> Contact	(123) 456-7890		

Online course sponsorship has replaced the "Letter of Intent" process. Formerly, Providers would get STC Agencies to sign a "Letter of Intent" indicating intent to participate in the training course if it is certified by the BOC. Upon completion of the RFC online forms, the provider must select an STC Agency to sponsor the course. Once selected, the course will immediately appear in the "RFC Sponsorship" section of the Agency Navigation screen. The Agency user can see how long the course has been awaiting sponsorship, the course title, the name of the Provider offering the course, the course contact, and a phone number where the course contact may be reached.

#### Hyperlink: Course Contact

The course contact's name is a hyperlink that, when clicked, will enable the Agency to send an email to the course contact.

#### Hyperlink: Course Title

A click on the Course Title will bring up a <u>summary</u> of the proposed course with two radio buttons marked "Yes" and "No" and a button at the bottom of the page labeled "Submit Sponsor Selection". After reviewing the course information merely click on "Yes" to sponsor the course or "No" to return the course to the Provider and click on the submit button to forward the course to the BOC for consideration. An email will be sent to the Course Contact informing him/her of your decision. This will hopefully reduce unnecessary contact from Provider staff.

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# 3.1.3 Request for Certification



This section displays all RFCs currently offered by the Agency or Provider. Courses suspended by the BOC or expired by more than 90 days will not be presented. Courses expired by less than 90 days may be recertified, however, they will not show up on the Course Calendar or Course Catalog for the period from expiration until recertification. Courses that are have expired will have the "Cert. Expires" date highlighted in red.

# 3.1.3.1 Sorting Courses

When the screen is loaded, it automatically sorts courses by Certification Expiration Date. While this is useful, users may wish to change the way the screen sorts courses. Users may accomplish this by clicking the hyperlink heading of each column (with the exception of "Action"):

- **Cert. Number**: Clicking on the Cert. Number hyperlink will sort the courses in ascending order by the certification number (e.g. 00001, 00002, 00003, etc.).
- Course Title: Clicking on the Course Title hyperlink will sort courses alphabetically by course title.
- **Cert. Expires**: Clicking on the Cert. Expires hyperlink will sort courses in ascending order by Certification Expiration Date (e.g. 01/01/2001, 01/02/2001, 01/03/2001, etc.)
- Original Cert. Date: Clicking on the Original Cert. Date hyperlink will sort courses in ascending order by the Original Certification Date (e.g. 01/01/2001, 01/02/2001, 01/03/2001, etc.)

#### 3.1.3.2 Course Record Hyperlinks

Each record has five hyperlinks for course navigation and data manipulation

## Course Title Hyperlink

Clicking on this hyperlink will open the <u>Course Record</u> Screen. This screen shows **all** information for the selected course. Each section has a "Modify" and "Recert" hyperlink next to it. This enables the user to open a course for Modification or Recertification in that specific section. For example, if a user was reviewing the course and wanted

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to remove an instructor, he/she could click on "Modify" next to the Instructors section and be taken to the Instructor Selection screen to make any needed modifications. This screen is a great way to review course information.

#### Modify Hyperlink

Clicking on this hyperlink will open the course in a "Modify" mode. The Modify mode allows a user to change information on all screens except for Staff Cost and Course Supplies and Handouts. A course modification will not result in the RFC receiving a new Certification Expiration Date. This can only be achieved by recertifying a course.

If a course has been partially modified as a Recert the system will not allow the user to change to a "Modify" mode and vice versa. Thus, if a course is started as a Modification it must be finished as a Modification. Additionally, if a Modify is only partially completed and the user returns to the course to complete it, he/she will receive a notification from the system that the course was "Partially modified but not submitted to the BOC."

Once the Modification is complete and submitted to the BOC for review users will not be allowed to enter the course via the Modify or Recert, or Dates hyperlinks until the BOC completes its review of the changes made.

#### Recert Hyperlink

Clicking on this hyperlink will open the course in a "Recert" mode. The Recert mode opens the entire course for modification. Once the changes to the Recert have been approved by the BOC the RFC will receive a new Certification Expiration Date.

If a course has been partially modified as a "Modify" the system will not allow the user to change to a "Recert" mode and vice versa. Thus, if a course is started as a Recertification it must be finished as a Recertification. Additionally, if a Recert is only partially completed and the user returns to the course to complete it, he/she will receive a notification from the system that the course was "Partially recertified but not submitted to the BOC."

Once the Recertification is complete and submitted to the BOC for review users will not be allowed to enter the course via the Modify or Recert, or change Dates hyperlinks until the BOC completes its review of the changes made.

#### Course Status Hyperlink

The hyperlinks under the Course Status column only appear after the user has submitted changes to the BOC for review. The link will take the user to the Course Record to view the submitted information.

#### Dates Hyperlink

One of the most frequent changes to an RFC is the addition, deletion, or modification of dates. The system allows users to accomplish this without having the BOC review requests. Changes made to dates from the main navigation screen will reflect immediately on the Course Calendar and Course Catalog.

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#### 3.1.4 Dates

Clicking on the "Dates" hyperlink will open the Date Modification screen. Course Dates - Microsoft Internet Explorer ₽ × <u>File Edit View Favorites Tools Help</u> Address Request for Certification - Course Dates Step 6 of 10 Provider: Agency XYZ Course: VIOLENCE IN THE WORKPLACE Cert. Number = 0999-010334 Course Dates and Locations - List all dates and locations (City) for which the course is scheduled \*If a course date is within 10 days of its presentation date, it will be locked. Presentation dates prior to 10/31/2001 will be displayed only if Rosters and Evaluations have not been processed by the Page 1 of 1 Begin Date: End Date: Delete City: (mm/dd/yyyy) (mm/dd/yyyy) 10/29/2001 10/29/2001 Sacramento \*Locked 11/1/2001 11/1/2001 Sacramento П 12/1/2001 12/1/2001 Sacramento View or Add Additional Course Dates Continue Done

#### 3.1.4.1 Overview:

This screen is dedicated to collecting course presentation dates. If the course has more than ten dates you may click the "View or Add Additional Course Dates" button to be presented with a fresh screen. The number of pages of Dates is indicated on the top left of the screen. If there is more than one page of dates, the "View or Add Additional Course Dates" may be used to page through the dates, the counter on the top left of the screen will indicate which page is displayed (e.g. **4 of 6**). Once a date is added, it may be deleted by checking the Delete check box and clicking on either the "View or Add Additional Course Dates" or "Continue" button. Course presentation dates within ten calendar days of today's date will be blocked from modification or deletion.

# 3.1.4.2 Field Information:

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Field Name	Required	Max. Length	Format and Notes			
Delete	No	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.			
			The segment will be deleted when either "Continue" or "View or Add Additional Course Dates" button is clicked.			
Begin Date	Yes	10	This field will only accept dates in mm/dd/yy or mm/dd/yyyy format. The Begin Date may not be later than the End Date (e.g. Begin Date = 4/5/01 and End Date = 4/5/00). The			

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			system will check for this.	
End Date	Yes	10	This field will only accept dates in mm/dd/yy or mm/dd/yyyy	
			format.	
City	Yes	50	Location of the training.	

#### 3.1.4.3 Notes:

- Users may not delete or modify any course presentation dates within ten days of the current date. As
  indicated in the picture above, they will be grayed out and locked.
- There must be at least on segment filled out in order to continue.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.
- Clicking "View or Add Additional Course Dates" will submit the date information on the current screen to the BOC and present the user with a fresh screen.

## 3.1.5 Intensified Format Training (IFT)



This section displays all IFTs currently offered by the Agency. Courses suspended by the BOC or expired by more than 180 days will not be presented. Courses expired by less than 180 days may be recertified, however, they will not show up on the Course Calendar or Course Catalog for the period from expiration until recertification. Courses that are have expired will have the "Cert. Expires" date highlighted in red, as with the RFC.

#### 3.1.5.1 Sorting Courses

When the screen is loaded, it automatically sorts courses by Certification Expiration Date. While this is useful, users may wish to change the way the screen sorts courses. Users may accomplish this by clicking the hyperlink heading of each column (with the exception of "Action"):

- **Cert. Number**: Clicking on the Cert. Number hyperlink will sort the courses in ascending order by the certification number (e.g. 00001, 00002, 00003, etc.).
- Course Title: Clicking on the Course Title hyperlink will sort courses alphabetically by course title.
- **Cert. Expires**: Clicking on the Cert. Expires hyperlink will sort courses in ascending order by Certification Expiration Date (e.g. 01/01/2001, 01/02/2001, 01/03/2001, etc.)
- Original Cert. Date: Clicking on the Original Cert. Date hyperlink will sort courses in ascending order by the Original Certification Date (e.g. 01/01/2001, 01/02/2001, 01/03/2001, etc.)

#### 3.1.5.2 Course Record Hyperlinks

Each record has four hyperlinks for course navigation and data manipulation

Course Title Hyperlink

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Clicking on this hyperlink will open the Course Record screen that displays **all** information for the selected course. This screen is a great way to review course information.

#### Recert Hyperlink

Clicking on this hyperlink will open the course in a "Recert" mode. The Recert mode opens the entire course for modification. Once the changes to the Recert have been approved by the BOC the RFC will receive a new Certification Expiration Date.

If a Recert is only partially completed and the user returns later to the course to complete it, he/she will receive a notification from the system that the course was "Partially recertified but not submitted to the BOC."

Once the Recertification is complete and submitted to the BOC for review users will not be allowed to enter the course via the Recert hyperlink until the BOC completes its review of the changes made.

#### Course Status Hyperlink

The hyperlinks under the Course Status column only appear after the user has submitted changes to the BOC for review. The link will take the user to the Course Record to view the submitted information.

#### 3.1.6 Work Related Education

Work Related Education (WRE)- <u>View</u>	WRE Count = 6	Create a New WRE
Cert. Number	<u>Co</u>	urse Title
0999-010356	Test	

Clicking on "Create a New WRE" hyperlink will initiate a new WRE. Once the course has been approved by the BOC Agencies may view the course information by clicking on the hyperlinked certification number. Special Certifications and WREs are will be archived 90 days after the end of every fiscal year. For example, September 1, 2001, all Special Certifications and WREs offered during fiscal year 2000/2001 (July 1, 2000 to June 30, 2001) will be archived. The reason for the 90 day delay is to allow time for Agencies to run any reports necessary for the prior fiscal year.

#### 3.1.7 Special Certification

Special Certification (SC)- <u>View</u>	SC Count = 4	Create a New SC
Cert. Number	Course Title	
0999-008134	Another SC	

Clicking on "Create a New SC" hyperlink will initiate a new <u>Special Certification</u>. Once the course has been approved by the BOC Agencies may view the course information by clicking on the hyperlinked certification number. Special Certifications and WREs are will be archived 90 days after the end of every fiscal year. For example, September 1, 2001, all Special Certifications and WREs offered during fiscal year 2000/2001 (July 1, 2000 to June 30, 2001) will be archived. The reason for the 90 day delay is to allow time for Agencies to run any reports necessary for the prior fiscal year.

#### 3.1.8 Incomplete Courses

Special Certification (SC)- Create a New SC						
Incomplete Courses						
Course Title	Со	urse Type	Action	Delete	Date of Last Action	
This is a Partial IFT	IFT		Continue		11/13/00 3:21:26 PM	
This is a Partial RFC		RFC	Continue		11/13/00 3:15:04 PM	
		Delete Checked Co	ourses			

This section of the Navigation screen serves several purposes: First, it is not always possible to complete a "New" course in one sitting, partially completed "New" courses will be appear in this section when the user re-enters the application. Second, a "New" course submitted to the BOC may be approved, denied, or returned for revision and resubmission. The latter will result in the course appearing in this section. Finally, it is possible that a "New" course may be started multiple times or a "New" course could be initiated and potentially cancelled prior to

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completion. In either case, it is necessary to delete the course. In order to accomplish this, click the check box in the Delete column next to the course and click the "Delete Checked Courses" button. This will **permanently and irretrievably** remove the course from the RFC system.

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# 4 Request for Certification (RFC)

# 4.1 Description

The Request for Certification (RFC) is for courses that are greater than eight hours and meets the following criteria:

- job-related topic, content, and performance objectives;
- a demonstrated need for the course;
- a demonstrated capability to provide quality training;
- the cost of providing the instruction in relation to the benefits;
- the extent to which eligible staff may attend the course:
- the frequency with which the instruction can be provided in relation to the need;
- the ability to provide the instruction within the State of California; and,
- the adherence to policies and procedures established by the Board of Corrections.

# 4.2 Actions

The following is a list of actions that can be taking on an RFC:

#### 4.2.1 New

A "New" course is one that is being entered for the very first time. The user may begin a new RFC by clicking the "Create a New RFC" hyperlink on the <u>Navigation screen</u>.

A new RFC requires Providers and Agencies to complete ten screens before submission. Users will be required to input information sequentially (i.e. Step 1 – Contact Information to Step 2 – Face Sheet etc.) because information displayed on subsequent screens is dependent on information input on prior screens.

It is not necessary to complete a new RFC in one sitting. If the user exits the application prior to completing the course it will appear in the *Incomplete Courses* section located at the bottom of the Navigation screen. The user may come in at any time and page to where he/she left off and continue until the course is complete. There is no time limit for completion of an RFC. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

The following is a list of screens that are available to users during the creation of a new RFC:

#### New

- 1. Contact Information
- 2. Face Sheet
- 3. Performance Objectives
- 4. Instructor Selection
  - a. Instructor Add/Modify
  - b. Instructor Delete
- 5. Course Outline
- 6. Dates
- 7. Course Staff Cost
- 8. Course Cost for Supplies and Operating Expenses
- 9. Course Cost for One-Time Expenses
- 10. Training Room Rental and Instructor Travel
- 11. Course Review

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### 4.2.2 Recertification and Modification

There are times when Providers and STC Agencies will need to recertify or modify an existing RFC. This section shows how to handle such changes with the RFC Internet application. The recertification and modification processes use largely the same screens and share common requirements with regards to data entry; thus, both are being addressed in one section. If there is a difference between the recertification and modification process, it will be noted with a red asterisk "\*".

The following is a list of screens that are available to users during the modification and recertification process:

Recertification	Modification
12. Contact Information	Contact Information
13. Face Sheet	2. Face Sheet
14. Performance Objectives	Performance Objectives
15. Instructor Selection	4. Instructor Selection
c. Instructor Add/Modify	e. Instructor Add/Modify
d. Instructor Delete	f. Instructor Delete
16. Course Outline	5. Course Outline
17. Dates	6. Dates
18. Course Staff Cost*	7. Training Room Rental and Instructor Travel
<ol> <li>Course Cost for Supplies and Operating Expenses*</li> </ol>	8. Course Review
20. Course Cost for One-Time Expenses*	
21. Training Room Rental and Instructor Travel	
22. Course Review	

Users are precluded from making changes to Course Staff Cost, Course Cost for Supplies and Operating Expenses, and Course Cost for One-Time Expenses with a course modification. If changes are necessary for any of these areas a user must recertify the RFC.

It is not necessary to complete the entire change in one sitting. If the user exits the application prior to completing the course change he/she may re-enter the course by click on the "Recert" or "Modify" hyperlink on the Navigation screen. The user may come in at any time and navigate to where he/she left off and continue until the course is complete. There is no time limit for completion of an RFC. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

It is not possible to change the action (Recert or Modify) of the course once a change has started. If a course change is started as a "Modify" it cannot be changed to a "Revert" part way through the change. If a course change is initiated under the wrong action, navigate to the Course Record and click the "Cancel All Changes" button.

Finally, once a recertification or modification is initiated, the system will prohibit date adds, deletes, and/or modifications via the "Date" hyperlink on the Navigation screen. Users will be able to add, delete, and/or modify dates while in the system performing the course changes.

Data input is not sequential as with a new RFC; screens for a recertification or modification will have a navigation bar at the bottom of each screen. The hyperlinks are only for navigation, they do not submit changes to the BOC. If a change is made, the user must click the

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Course Information	Face Sheet	Performance Objectives	Instructors	Course	<u>Outline</u>
<u>Dates</u>	Staff Cost	Supplies and Equipment	Travel and Room Rental	Course Review	<u>Exit to</u> <u>Main</u>
Note: The hyperlinks will <u>NOT</u> submit changes made to this page. If you make changes, please click "Continue" and then navigate via the hyperlinks.					

Note: Due to gaps in data, courses converted from the old RFC system to the new RFC online application will require a comprehensive recertification prior to getting the navigation bar.

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## 4.3 Screens

The following are screen shots of each screen associated with creating, modifying, and recertifying RFCs. Each screen shot is followed by a brief overview of the screen, information about the data entry fields, and a list of any notable items regarding the screen.

#### 4.3.1 Course Contact Information and Title



#### 4.3.1.1 Overview:

This screen is establishes contact information for the course. In some cases, this may be the same as the Provider/Agency contact. Provider Contact information may only be changed from the main **Navigation** screen.

## 4.3.1.2 Field Information:

Field Name	Required	Max. Length	Format and Notes		
Course Title	Yes	90	Add/Edit RFC course title.		
First Name	Yes	30	Add/Edit course contact first name.		
Last Name	Yes	30	Add/Edit course contact last name.		
Telephone	Yes	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system		
			will automatically format the number.		
E-mail	No	100	The system will validate any email address entered to make sure it fits a recognized email format (e.g. <a href="mailto:your_name@something.com">your_name@something.com</a> ).		
			If you need to enter multiple contact email addresses, separate them by a semi-colon followed by a space "; ".		

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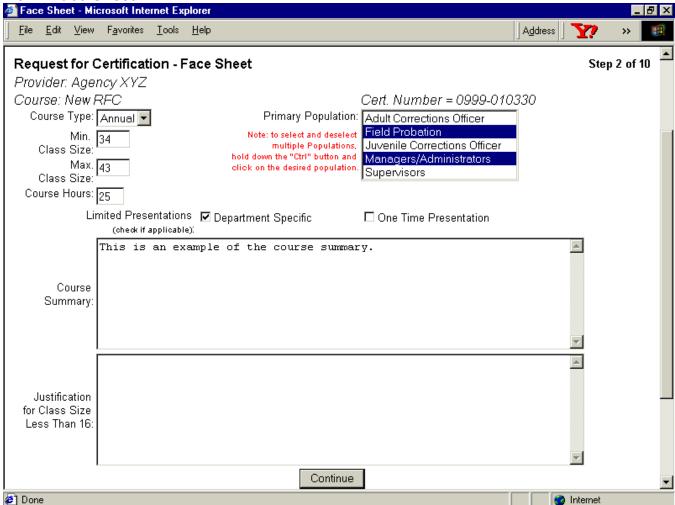
	Note: If there is no course contact email included for a specific course the system will send any course-level correspondence (approval, denial, delinquents rosters, etc.) to the Provider/Agency contact email address. If there is no Provider/Agency contact email address, the system will generate a letter and mail it to the Agency's address.
--	--

# 4.3.1.3 Notes:

Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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# 4.3.2 Face Sheet



#### 4.3.2.1 Overview:

This page collects a broad spectrum of information intended to provide the BOC with a high-level overview of the proposed course.

# 4.3.2.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Course Type	Yes	N/A	This drop-down menu will only allow the selection of one
			course type; either Core or Annual.
Primary Population	Yes	N/A	This list box allows for the selection of multiple populations.  To select one item click, scroll to its location and click on it with the mouse button. To select multiple populations, either click and drag to highlight or press "Ctrl" and mouse click the desired populations.
Min. Class Size	Yes	4	Only numeric data will be accepted. Non-numeric data will be set to 0.
Max. Class Size	Yes	4	Only numeric data will be accepted. Non-numeric data will be set to 0.
Course Hours	Yes	5	Only numeric data will be accepted. Non-numeric data will be set to 0.
Department Specific	No	N/A	To activate the check box you may either click on it or press the "Tab" key until it is highlighted and press the space bar.

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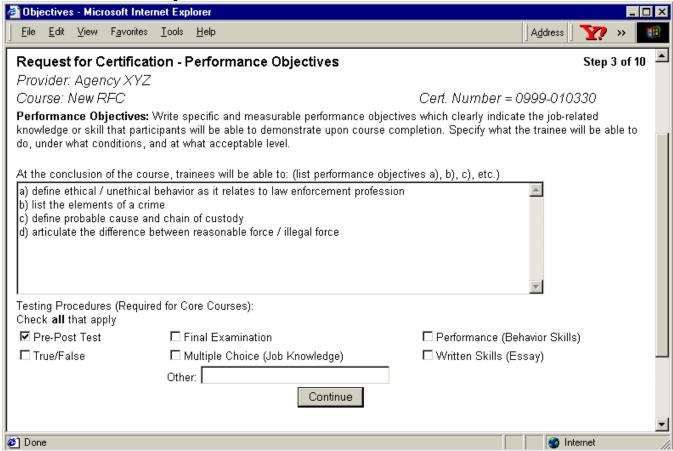
One Time	No	N/A	To activate the check box you may either click on it or press
Presentation			the "Tab" key until it is highlighted and press the space bar.
Course Summary	Yes	None	If the entry is lengthy, you may wish to type it out in a word processor and copy it into the data entry field.
Justification for Class Size Less Than 16	Yes*	None	*Only if class size is less than 16.

# 4.3.2.3 Notes:

Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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# 4.3.3 Performance Objectives



#### 4.3.3.1 Overview:

This page provides for an overview of the performance objectives and allows the user to select the procedures by which participates will be evaluated.

#### 4.3.3.2 Field Information:

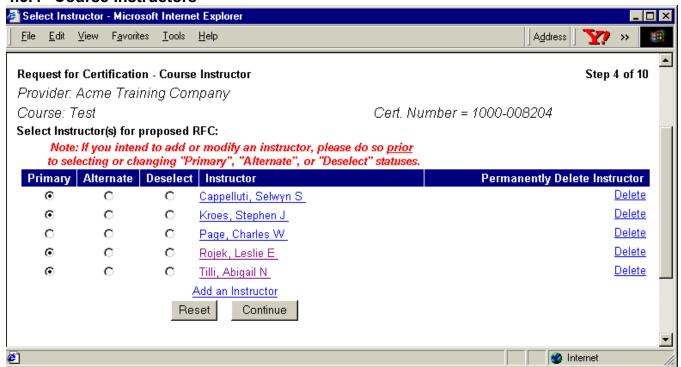
Field Name	Required	Max. Length	Format and Notes
Performance	Yes	None	Using alphabet bullets (e.g. a, b, c, etc.), enter the course's
Objectives			performance objectives.
Testing Procedures:	Yes*	N/A	To activate a check box you may either click on it or press the
Check Boxes			"Tab" key until it is highlighted and press the space bar.
			*Only if the selected Course Type was Core on the previous
			page.
Testing Procedures:	Yes*	30	*Only if the selected Course Type was Core on the previous
Other			page.

## 4.3.3.3 Notes:

Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 4.3.4 Course Instructors



#### 4.3.4.1 Overview:

This screen allows users to create, delete, modify, and select instructors. Clicking on the hyperlinked instructor name will open the <a href="Instructor Information">Instructor Information</a> screen. Clicking on the "Delete Instructor" hyperlink will open the <a href="Instructor Deletion">Instructor Deletion</a> screen. The instructors listed on this screen are the stable from which users may select for all courses offered by a Provider or Agency.

#### 4.3.4.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Primary	Yes*	N/A	Activate the radio button by either clicking on it or pressing the "Tab" key until it is highlighted and pressing the space bar.
			*There must be at least one instructor selected as a "Primary" before the system will allow you to continue.
Alternate	No	N/A	Activate the radio button by either clicking on it or pressing tab until it is highlighted and pressing the space bar.
Deselect	No	N/A	Activate the radio button by either clicking on it or pressing tab until it is highlighted and pressing the space bar.  If an instructor is accidentally selected or a previously selected instructor must be removed from the course, select the "Deselect" option.

#### 4.3.4.3 Notes:

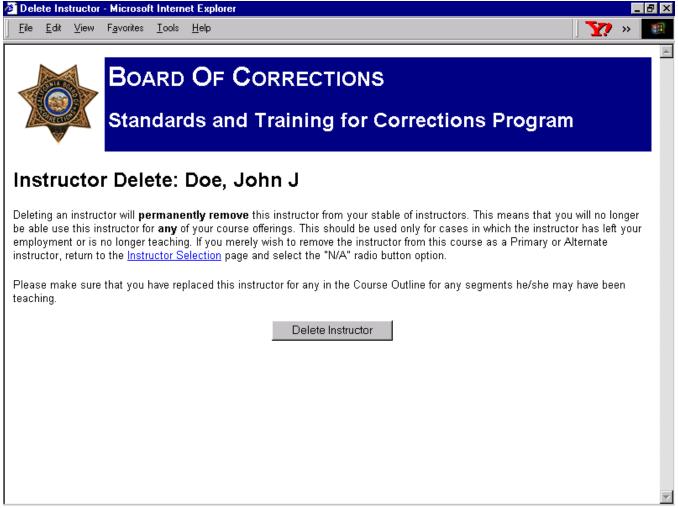
- Please add or modify instructors prior to selecting instructor roles for a course otherwise all selections will be lost. For example, if you wish to select two instructors as "Primary" for a course and you need to modify one instructor's resume, you will need to modify the resume and then select the "Primary" instructors.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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• Clicking "Reset" will reset the values to their original setting.

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#### 4.3.5 Instructor Delete



#### 4.3.5.1 Overview:

Clicking on the "Delete Instructor" hyperlink will open the Delete Instructor screen. This screen will **permanently** delete the selected instructor from a provider/agency's stable of instructors, not just this course, but all courses. Users may remove an instructor from an individual course by clicking the "Back" button and selecting the "Deselect" option for the desired instructor. This screen should only be used if the instructor has permanently left your employ.

An instructor may only be deleted after he/she has been removed from every course where he/she is listed as either "Primary" or "Alternate". If he/she is still on any courses, the screen will return a list of the courses so the user may deselect the instructor prior to proceeding with the delete.

#### 4.3.5.2 Notes:

Clicking the "Delete Instructor" button will delete the instructor and return users to the Instructor Selection screen.

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# 4.3.6 Instructor Information

	Instructor First Name		<u>MI</u>
ork experience which directly relates to the subj Agency/Employer	ect area (most recent experience fi Position	rst): From	To
r igonoji zimpiojoi	1 conton		
tructor Special Certification:			
Type:	Expiration:		
Type:	Expiration:		
Type:   ucation (Check all applicable items):	Expiration:		
Major		Majo	or
High School/GED: □	Master's:		
Associate Degree:	Doctorate:		
Baccalaureate:	Other:		
scribe Instructor's expertise in the subject area:			<u></u>

# 4.3.6.1 Overview:

The purpose of this screen is to develop an on-line resume that will enable user to select instructors who have relevant experience. This screen will be the same for new instructors as well as modifying existing instructor information.

## 4.3.6.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Instructor Last Name	Yes	30	Enter instructor last name.
Instructor First Name	Yes	20	Enter instructor first name.
Middle Initial	No	2	Enter instructor middle initial.
Agency/Employer	No	50	The user has the ability to seven prior relevant agencies or employers. If the instructor has been with the same agency or provider for all positions, this information will remain the

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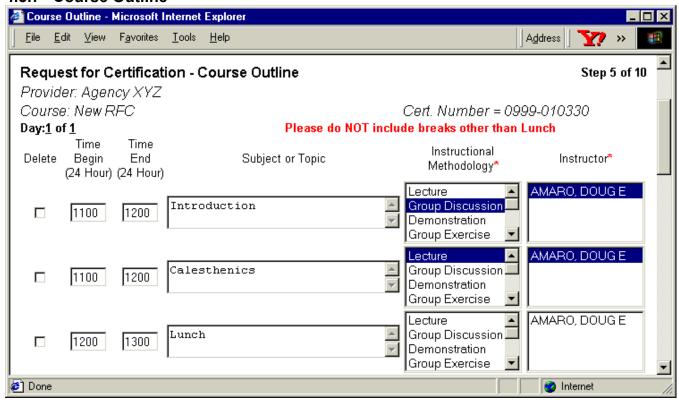
			same for all experience.
Position	No	30	Enter positions relevant to the instructor's ability to instruct
			courses.
From	No	10	Must be a valid date mm/dd/yy or mm/dd/yyyy.
То	No	10	Must be a valid date mm/dd/yy or mm/dd/yyyy.
Certification Type	No	50	If the instructor has special certifications (cpr, first aid,
			firearms, etc), enter that information hear.
Expiration	No	10	Enter the certification expiration.
High School/GED	No	N/A	Does the instructor have a high school diploma or GED?
Associate Degree	No	50	Does the instructor have an Associate Degree?
Baccalaureate	No	50	Does the instructor have a Bachelor Degree?
Master's	No	50	Does the instructor have a Master's Degree?
Doctorate	No	50	Does the instructor have a PhD?
Other	No	50	Other education experience
Expertise	No	None	Instructor's unique experience that qualifies him/her to
			teach courses.

# 4.3.6.3 Notes:

Clicking "Continue" will submit the information to the BOC and return to the <u>Instructor Selection</u> screen.

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#### 4.3.7 Course Outline



#### 4.3.7.1 Overview:

This screen collects instruction information pertaining to each day of course instruction. Some courses may have multiple days of instruction. The counter at the top left of this screen will indicate what instruction day is being added or modified (e.g. Day: 4 of 10).

#### 4.3.7.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Delete	No	N/A	To activate the check box you may either click on it or press the "Tab" key until it is highlighted and press the space bar.  The segment will be deleted when either "Continue" or "Add Day #" is clicked.
Time Begin	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.
Time End	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.
Subject or Topic	Yes*	None	If your subject is lengthy, you may wish to type it in a word processor and copy it into this field.
Instructional Methodology	Yes*	N/A	This list box allows for the selection of multiple methodologies. To select one item click, scroll to its location and click on it with the mouse button. To select multiple methodologies, either click and drag to highlight or press "Ctrl" and mouse click the desired populations.
Instructor	Yes*	N/A	This list box allows for the selection of multiple instructors, if they exist. To select one item click, scroll to its location and click on it with the mouse button. To select multiple

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•		instructors, either click and drag to highlight or press "Ctrl" and mouse click the desired populations.	
		t is required to continue or add another day. Furthermore, the system will not	
	allow partially completed segm	ts. Each segment, if one is started, must have an entry for every field.	ed segments. Each segn

# 4.3.7.3 Notes:

- Clicking "Continue" will submit the information to the BOC and continue to the next screen. If there are multiple days of instruction for a course, clicking "Continue" will bypass those days and move to the next screen.
- Clicking "Add Day #" will submit information to the BOC and add a new day to the **Course Outline**. It may also be used to page through multiple days of instruction.

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#### 4.3.8 Course Dates

Clicking on the "Dates" hyperlink will open the Date Modification screen. Course Dates - Microsoft Internet Explorer File Edit View Favorites Tools Help Address Request for Certification - Course Dates Step 6 of 10 Provider: Agency XYZ Course: VIOLENCE IN THE WORKPLACE Cert. Number = 0999-010334 Course Dates and Locations - List all dates and locations (City) for which the course is scheduled \*If a course date is within 10 days of its presentation date, it will be locked. Presentation dates prior to 10/31/2001 will be displayed only if Rosters and Evaluations have not been processed by the Page 1 of 1 Begin Date: End Date: Delete City: (mm/dd/yyyy) (mm/dd/yyyy) 10/29/2001 10/29/2001 Sacramento \*Locked 11/1/2001 11/1/2001 Sacramento 12/1/2001 12/1/2001 Sacramento View or Add Additional Course Dates Continue Done Internet

#### 4.3.8.1 Overview:

This screen is dedicated to collecting course presentation dates. If the course has more than ten dates you may click the "View or Add Additional Course Dates" button to be presented with a fresh screen. The number of pages of Dates is indicated on the top left of the screen. If there is more than one page of dates, the "View or Add Additional Course Dates" may be used to page through the dates, the counter on the top left of the screen will indicate which page is displayed (e.g. **4 of 6**). Once a date is added, it may be deleted by checking the Delete check box and clicking on either the "View or Add Additional Course Dates" or "Continue" button. Course presentation dates within ten calendar days of today's date will be blocked from modification or deletion.

#### 4.3.8.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Delete	No	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.  The segment will be deleted when either "Continue" or "View or Add Additional Course Dates" button is clicked.
Begin Date	Yes	10	This field will only accept dates in mm/dd/yy or mm/dd/yyyy format. The Begin Date may not be later than the End Date (e.g. Begin Date = 4/5/01 and End Date = 4/5/00). The system will check for this.

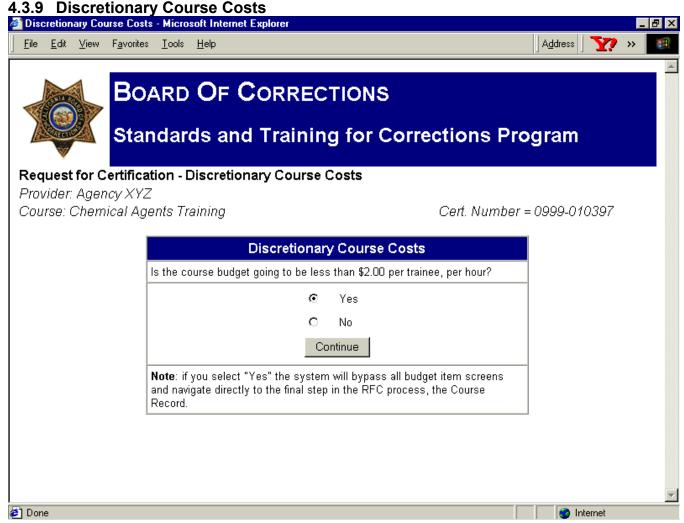
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End Date	Yes	10	This field will only accept dates in mm/dd/yy or mm/dd/yyyy format.
City	Yes	50	

## 4.3.8.3 Notes:

- Users may not delete or modify any course presentation dates within ten days of the current date. As indicated in the picture above, they will be grayed out and locked.
- There must be at least on segment filled out in order to continue.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.
- Clicking "View or Add Additional Course Dates" will submit the date information on the current screen to the BOC and present the user with a fresh screen.

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#### 4.3.9.1 Overview

The STC does not establish a "maximum tuition per trainee" for courses that cost \$2.00 per trainee per our, or less. STC participating departments have standing permission to pay enrollment fees below this threshold with STC funds as "discretionary course costs."

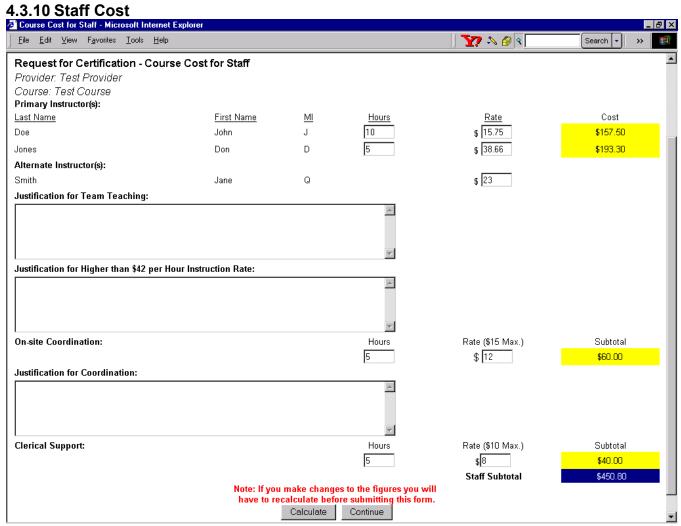
#### 4.3.9.2 Field Information

Field Name	Required	Max. Length	Format and Notes
Yes	Yes	N/A	
No	Yes	N/A	

# 4.3.9.3 Notes

If "Yes" is selected, the system will bypass all budget item screens and navigate directly to the final step in the RFC process, the Course Record. If it becomes necessary to enter a budget for the course, the user may recertify the course and select "No" to be presented with all RFC budget screens.

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#### 4.3.10.1 Overview:

The purpose of this screen is to collect cost information related to staff activities.

#### 4.3.10.2 Field Information:

Field Name   Descripted May Longth   Format and Nation					
Field Name	Required	Max. Length	Format and Notes		
Hours (Primary)	No	5	The system will test for a numeric entry; any non-numeric		
, ,,,			data will reset the field to 0.		
Rate (Primary)	No	5	The system will test for a numeric entry; any non-numeric		
, ,,			data will reset the field to 0.		
Rate (Alternate)	No	5	The system will test for a numeric entry; any non-numeric		
,			data will reset the field to 0.		
Justification for Team	Yes*	None	*If the number of hours for Primary instructors exceeds the		
Teaching			number of hours for the course, Justification for Team		
			Teaching is required.		
Justification for	Yes*	None	*This field is required if the rate entered for ANY of the		
Higher than \$50 Per			instructors, Primary or Alternate, exceeds the BOC		
Hour			maximum rate; currently \$50.00 per hour.		
Hours (Coordination)	No	5	The system will test for a numeric entry; any non-numeric		
			data will reset the field to 0.		
Rate (Coordination)	No	5	The system will test for a numeric entry; any non-numeric		
			data will reset the field to 0.		

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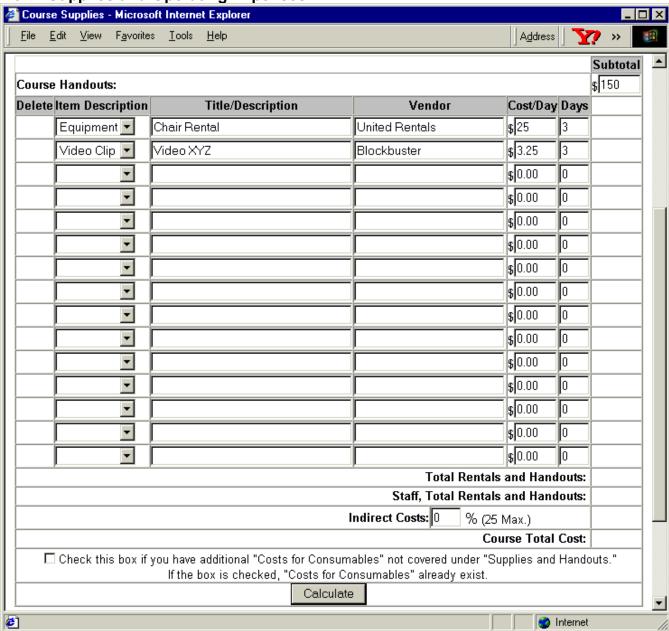
Justification for Coordination	Yes*	None	*This field is required if there is an entry for Coordination Hours and Rate.
Hours (Clerical)	No	5	The system will test for a numeric entry; any non-numeric
,			data will reset the field to 0.
Rate (Clerical)	No	5	The system will test for a numeric entry; any non-numeric
			data will reset the field to 0.

## 4.3.10.3 Notes:

- Clicking "Calculate" will calculate the all values for the screen. If you make any changes after the system has calculated the values, you will need to click the "Calculate" button again before proceeding.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 4.3.11.1 Overview:

The purpose of this screen is to collect cost information for handouts and rented equipment necessary for presentation of the course. If a course has purchased items to include in the budget, click the checkbox for "Course Consumables." The system will open a new screen for <u>Course Consumables</u> after the rented items have been calculated and the user clicks "Continue."

#### 4.3.11.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Course Handouts	No	7	The system will test for a numeric entry; any non-numeric
			data will reset the field to 0.
Item Description	No	N/A	Select from one of the three options presented: Equipment,
			Video Clip, or Other. You may not select multiple items for
			this field.

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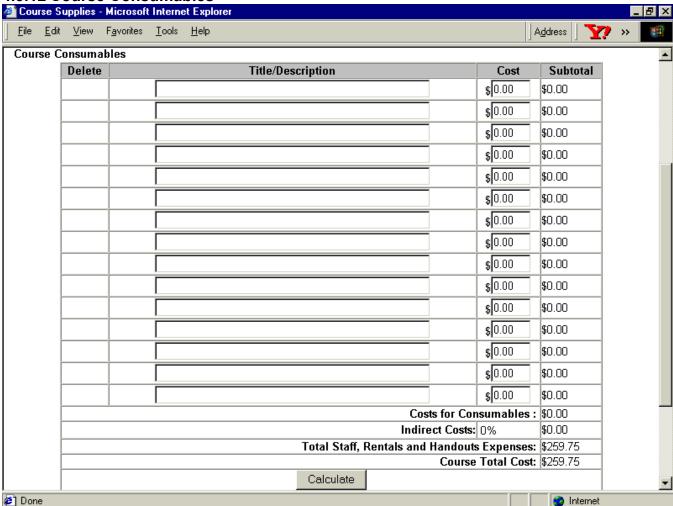
Title/Description	No	50	Enter a brief description of the item being rented.
Vendor	No	30	Enter rental vendor.
Cost/Day	No	7	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Days	No	3	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Indirect Costs	No	4	Enter percentage as a whole number (e.g. 20 for 20%). The system will not allow a value greater than 25%, the current maximum set by the BOC.

### 4.3.11.3 Notes:

- This screen only has 15 segments for rented items.
- Clicking "Calculate" will calculate the all values for the screen. If you make any changes after the system has calculated the values, you will need to click the "Calculate" button again before proceeding.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 4.3.12.1 Overview:

The purpose of this screen is to collect course consumables information. Rented Items should be entered in the Supplies and Operating Expenses screen.

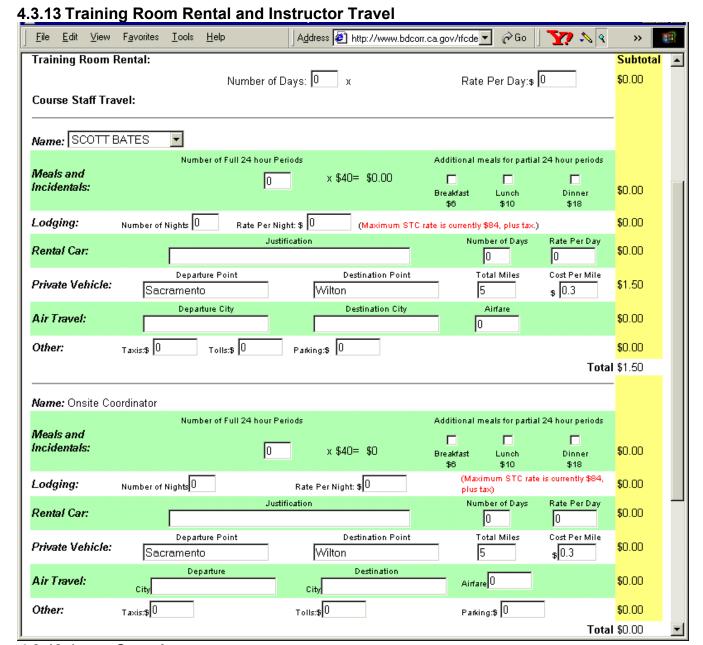
#### 4.3.12.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Title/Description	No	50	Enter a brief description of the item being purchased.
Cost	No	7	The system will test for a numeric entry; any non-numeric data will reset the field to 0.

#### 4.3.12.3 Notes:

- This screen only has 15 segments for rented items.
- Clicking "Calculate" will calculate the all values for the screen. If you make any changes after the system has calculated the values, you will need to click the "Calculate" button again before proceeding.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 4.3.13.1 Overview:

The purpose of this screen is to collect cost information for training room rental and instructor travel. The number of Instructor Travel segments presented depends on how many instructors were selected as "Primary" on the <a href="Instructor Selection">Instructor Selection</a> screen. For example: if two instructors were selected as "Primary" then two segments will be displayed, three for three, four for four, etc. However, the user will be able to select from all selected instructors (primary or alternate). This is because an alternate instructor may have a higher travel expense than the primary instructor. If this is the case, the course should reflect the higher travel expense. In addition, if the course has any cost entered for "Onsite Coordination" on the <a href="Staff Cost">Staff Cost</a> screen, a travel segment will be generated for Onsite Coordinator travel costs, if any exist. This segment is **not** for additional instructor travel costs.

#### 4.3.13.2 Field Information:

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Field Name	Required	Max. Length	Format and Notes		
Number of Days	No	3	The system will test for a numeric entry; any non-numeric		
(Room Rental)			data will reset the field to 0.		

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Rate Per Day	No	7	The system will test for a numeric entry; any non-numeric
(Room Rental)			data will reset the field to 0.
Name	No	N/A	This drop-sown menu will allow the selection of only one instructor. All instructors selected as Primary or Alternate from the Instructor Selection screen will be present.
Number of 24 Hour Periods	No	3	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Breakfast	No	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.
Lunch	No	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.
Dinner	No	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.
Number of Nights	No	4	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Rate Per Night	No	6	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Justification (Car Rental)	*Yes	70	This field is required if any entry has been made in Number of Days or Rate Per Day for Car Rental.
Number of Days (Car Rental)	*Yes	4	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
			*This field is required if there is an entry in Rate Per Day for Car Rental.
Rate Per Day (Car Rental)	*Yes	6	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
			*This field is required if there is an entry in Number of Days for Car Rental.
Departure Point (Private Vehicle)	*Yes	50	*This field is required if there is an entry in Total Miles or Cost Per Mile for Private Vehicle.
Destination Point (Private Vehicle)	*Yes	50	*This field is required if there is an entry in Total Miles or Cost Per Mile for Private Vehicle.
Total Miles (Private Vehicle)	*Yes	5	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
			* This field is required if there is an entry in Cost Per Mile for Private Vehicle.
Cost Per Mile (Private Vehicle)	*Yes	5	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
			* This field is required if there is an entry in Total Miles for Private Vehicle.
Departure City (Air Travel)	*Yes	40	* This field is required if there is an entry in Airfare.
Destination City (Air Travel)	*Yes	40	* This field is required if there is an entry in Airfare.
Airfare	No	8	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Taxis	No	6	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Tolls	No	6	The system will test for a numeric entry; any non-numeric data will reset the field to 0.
Parking	No	6	The system will test for a numeric entry; any non-numeric data will reset the field to 0.

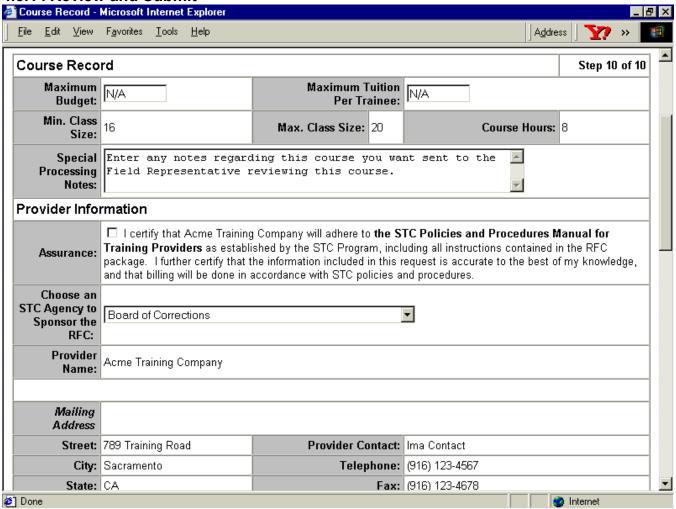
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### 4.3.13.3 Notes:

- Clicking "Calculate" will calculate the all values for the screen. If you make any changes after the system has calculated the values, you will need to click the "Calculate" button again before proceeding.
- Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 4.3.14 Review and Submit



#### 4.3.14.1 Overview:

The purpose of this page is to allow final review of all information for the course prior to submission. "Submission" can mean several things depending on the type of user and situation; however, in all situations the user must click on the "Assurance" checkbox prior to submission. See the following course submission guide:

- Provider Submitting a New Course New courses must be sponsored by an STC agency before they can be review by the BOC. The user must select a provider from the drop-down list and click the submit button. The course will immediately appear on the agency's Navigation screen for <a href="mailto:sponsorship">sponsorship</a>. If the course is sponsored, it will appear at the BOC for review and an email will be sent to the Course Contact email address. If the course is not sponsored by the agency, it will be returned to the Provider's navigation screen as an <a href="mailto:incomplete course">incomplete course</a>.
- Provider Submitting a Modified or Recertified Course Recertified or Modified courses will immediately appear at the BOC for review once it is submitted.
- Agency New, Modified, or Recertified Course All agency RFCs will immediately appear at the BOC for review once it is submitted.
- Provider Submitting a Comprehensive Recertification Converted courses are those that existed on
  the old RFC application and were converted for use with the new Internet application. Course sponsoring
  information was not captured in the old system. Thus, it is necessary to let the system know who originally
  sponsored the course. Just like a new course, the user will be presented with a drop-down list of all active
  STC participating agencies; however, unlike a new course, the converted course will bypass the

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sponsoring agency and go straight to the BOC. The reason for this decision is to keep agencies from being flooded by requests for sponsorship from courses which they have already signed a letter of intent.

### 4.3.14.2 RFC Course Processing

Once a course is on the BOC work base, the Field Representative has three options available to him/her; approve the course, deny the course, or return the course for revision and resubmission. An approved course will appear immediately on the Course Calendar and Catalog and an email will be sent to the course contact. A denied course will be deleted from the RFC Application and an email will be sent to the course contact. A returned course will reappear in the user's Navigation screen and an email will be sent to the course contact.

#### 4.3.14.3 Field Information:

Field Name	Required	Max. Length	Format and Notes
Assurance	Yes	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.
STC Sponsoring Agency	Yes	N/A	This drop-down menu will list all STC approved agencies. You must select an agency before the course can be submitted.
Special Processing Notes	No	N/A	Any additional information the Field Representative needs to know regarding the processing of the course may be entered here.

#### 4.3.14.4 Notes:

 For recertified and modified courses, this screen provides an opportunity to cancel all changes made to the course. If the user selects the "Cancel ALL Changes to this Course" button, all changes will be irretrievably deleted.

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# 5 Intensified Format Training (IFT)

# 5.1 Description

When unanticipated changes in policy or procedure require a brief review of issues for staff (often on short notice) the IFT can address these concerns. The IFT should bear directly on performance of job tasks and should be framed in an instructional design. The IFT provides an opportunity to get a minimum of 30 minutes up to 2 hours of training

#### 5.2 Actions

The following is a list of actions that can be taking on an IFT:

#### 5.2.1 New

A "New" course is one that is being entered for the very first time. The user may begin a new IFT by clicking the "Create a New IFT" hyperlink on the <u>Navigation screen</u>.

A new IFT requires Agencies to complete three screens before submission. Users will be required to input information sequentially (i.e. Step 1 to Step 2, etc.).

It is not necessary to complete a new IFT in one sitting. If the user exits the application prior to completing the course it will appear in the *Incomplete Courses* section located at the bottom of the Navigation screen. The user may come in at any time and page to where he/she left off and continue until the course is complete. There is no time limit for completion of an IFT. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

The following is a list of screens that are available to users during the creation of a new IFT:

New						
1.	Course Information					
2.	Course Outline					
3.	Course Record					

#### 5.2.2 Recertification

Annually, Agencies will need to recertify IFTs. The following is a list of screens that are available to users during the recertification process:

Recertification					
1.	Course Information				
2.	Course Outline				
3.	Course Record				

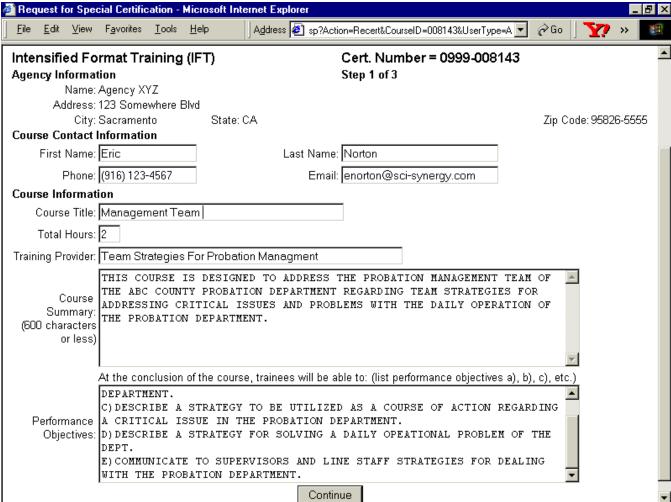
It is not necessary to complete the entire change in one sitting. If the user exits the application prior to completing the course change he/she may re-enter the course by click on the "Recert" hyperlink on the Navigation screen. The user may come in at any time and navigate to where he/she left off and continue until the course is complete. There is no time limit for completion of an IFT. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

#### 5.3 Screens

The following are screen shots of each screen associated with creating, and recertifying IFTs. Each screen shot is followed by a brief overview of the screen, information about the data entry fields, and a list of any notable items regarding the screen.

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#### 5.3.1 Course Outline



#### 5.3.1.1 Overview:

This screen collects basic course contact information as well as course summary and performance objectives. The course contact information will prepopulate with the Agency Contact information. This is intended to be a timesaving feature. The user may change the Course Contact if necessary by entering the new information over the existing information.

#### 5.3.1.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
First Name	Yes	20	Course Contact first name.
Last Name	Yes	30	Course Contact last name.
Phone	Yes	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system will automatically format the number.
Email	Yes	100	The system will validate any email address entered to make sure it fits a recognized email format (e.g. <a href="mailto:your name@something.com">your name@something.com</a> ).  If you need to enter multiple contact email addresses, separate them by a semi-colon followed by a space "; ".
			Note: If there is no course contact email included for a

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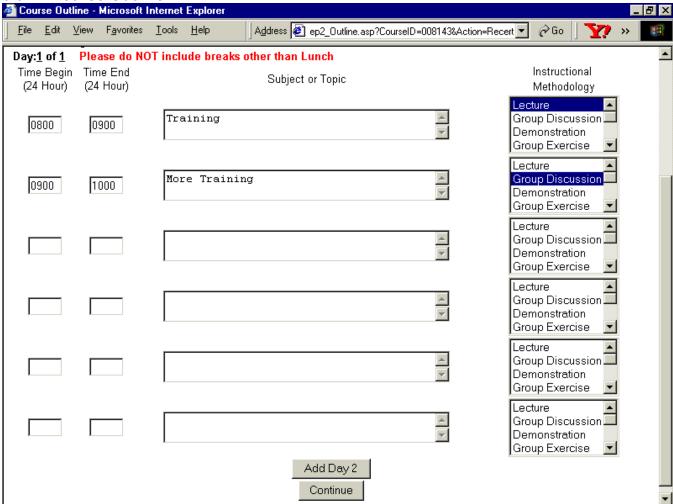
			specific course the system will send any course-level correspondence (approval, denial, delinquents rosters, etc.) to the Provider/Agency contact email address. If there is no Provider/Agency contact email address, the system will generate a letter and mail it to the Agency's address.
Course Title	Yes	90	Enter/edit course title.
Total Hours	Yes	3	Total training hours for course.
Training Provider	Yes	50	Enter name of provider offering course.
Course Summary	Yes	None	Provide a brief course summary.
Performance Objectives	Yes	None	Using alphabetical bullets (e.g. a, b, c, etc.) outline the performance objectives for the course.

## 5.3.1.3 Notes:

• Clicking "Continue" will submit the information to the BOC and continue to the next screen.

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#### 5.3.2 Course Outline



#### 5.3.2.1 Overview:

This screen will collect instruction information pertaining to each day of course instruction. Some courses may have multiple days of instruction. The counter at the top left of this screen will indicate what instruction day is being added or modified (e.g. Day: 4 of 10).

#### 5.3.2.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
Time Begin	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.
Time End	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.
Subject or Topic	Yes*	None	If your subject is lengthy, you may wish to type it in a word processor and copy it into this field.
Instructional Methodology	Yes*	N/A	This list box allows for the selection of multiple methodologies. To select one item click, scroll to its location and click on it with the mouse button. To select multiple methodologies, either click and drag to highlight or press "Ctrl" and mouse click the desired populations.

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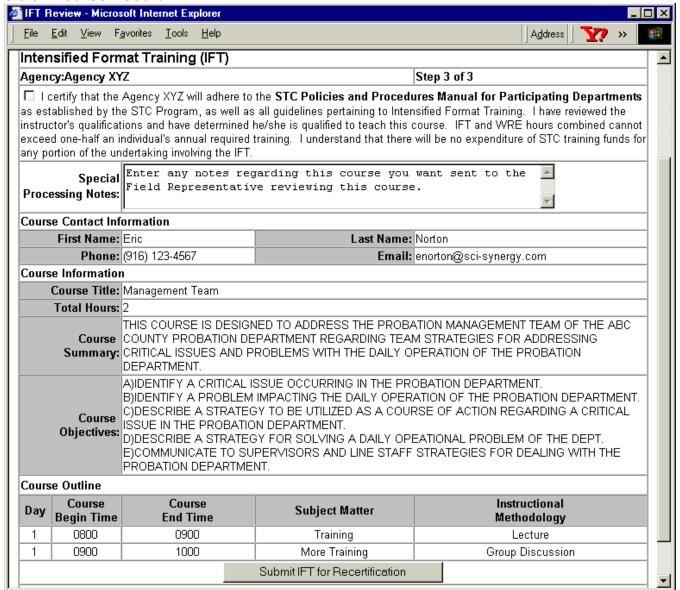
At least one instructional segment is required to continue or add another day. Furthermore, the system will not allow partially completed segments. Each segment, if one is started, must have an entry for every field.

#### 5.3.2.3 Notes:

- Clicking "Continue" will submit the information to the BOC and continue to the next screen. If there are multiple days of instruction for a course, clicking "Continue" will bypass those days and move to the next screen.
- Clicking "Add Day #" will submit information to the BOC and add

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#### 5.3.3 Course Record



#### 5.3.3.1 Overview:

The purpose of this page is to allow final review of all information for the course prior to submission. If everything is as desired, click on the Assurance checkbox and submit the course for review by BOC staff.

#### 5.3.3.2 IFT Course Processing

Once a course is on the BOC work base, the Field Representative has three options available to him/her; approve the course, deny the course, or return the course for revision and resubmission. An approved course will result with an email sent to the course contact. A denied course will be deleted from the RFC Application and an email will be sent to the course contact. A returned course will reappear in the user's Navigation screen and an email will be sent to the course contact.

#### 5.3.3.3 Field Information:

Field Name	Required	Max. Length	Format and Notes
Assurance	Yes	N/A	Select this option by clicking on the box or tabbing to it and
			pressing the space bar.

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STC Sponsoring	Yes	N/A	This drop-down menu will list all STC approved agencies. You
Agency			must select an agency before the course can be submitted.
Special Processing	No	N/A	Special processing notes to the STC Field Representative
Notes			regarding this specific course.

# 5.3.3.4 Notes:

None

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# 6 Special Certification

# 6.1 Description

When the majority of the participants targeted for a training event are outside local corrections, the provider of that training is not required to use the regular STC Request For Certification process and budget procedures. Rather, participating agencies may request Special Certification for specifically named staff *if the training is directly related to their unique correctional job assignment*.

#### 6.2 Actions

Special Certification courses are one-time "exceptions" for special circumstances. They may not be recertified or modified. Thus the Special Certification has only one action available, "New." A "New" course is one that is being entered for the very first time. The user may begin a new Special Certification by clicking the "Create a New SC" hyperlink on the <u>Navigation screen</u>.

A new Special Certification requires Agencies to complete three screens before submission. Users will be required to input information sequentially (i.e. Step 1 to Step 2, etc.).

It is not necessary to complete a new Special Certification in one sitting. If the user exits the application prior to completing the course it will appear in the <u>Incomplete Courses</u> section located at the bottom of the Navigation screen. The user may come in at any time and page to where he/she left off and continue until the course is complete. There is no time limit for completion of a Special Certification. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

The following is a list of screens that are available to users during the creation of a new Special Certification:

#### New

- 1. Course Information
- 2. Course Instructors (3 step iterative process)
- 3. Course Outline
- 4. Course Attendee Information
- Course Record

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#### 6.3 Screens

#### 6.3.1 Course Information



#### 6.3.1.1 Overview:

This screen collects basic contact and course information. The course contact information will prepopulate with the Agency Contact information. This is intended to be a timesaving feature. The user may change the Course Contact if necessary by entering the new information over the existing information.

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#### 6.3.1.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
First Name	Yes	20	The first name of the Course Contact.
Last Name	Yes	30	The last name of the Course Contact.
Phone	Yes	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system will automatically format the number.
Email	Yes	100	The system will validate any email address entered to make sure it fits a recognized email format (e.g. your name@something.com).  If you need to enter multiple contact email addresses, separate them by a semi-colon followed by a space "; ".  Note: If there is no course contact email included for a specific course the system will send any course-level correspondence (approval, denial, delinquents rosters, etc.) to the Provider/Agency contact email address. If there is no Provider/Agency contact email address, the system will generate a letter and mail it to the Agency's address.
Course Title	Yes	90	The title for the course.
Data Ctart	Vaa	10	First day of the course
Date Start	Yes	10	First day of the course.
Date End	Yes	10	Last day of the course. If the course is a one-day course, enter the same date as in Date Start.
Training Location City	Yes	50	City where the training occurs.
Training Location State	Yes	N/A	State where training occurs. Note: If there is any value in STC Reimbursable Tuition other than \$0, this field must indicate "CA" or the tuition will be reset to \$0. The STC will only reimburse courses taken in California.  Course Costs below \$2 per trainee per hour will be reset to \$0.
Total Hours	Yes	3	Total hours for the course.
STC Reimbursable Tuition	No	8	If there is any value this field other than \$0, Training Location State must indicate "CA" or the tuition will be reset to \$0. The STC will only reimburse courses taken in California.
Training Provider	Yes	50	Name of provider or institution offering the course
Course Summary	Yes	None	A brief summary of the course content.
Course Objectives	Yes	None	At the conclusion of the course, trainees will be able to: (list performance objectives a), b), c),

### 6.3.1.3 Notes:

Clicking "Continue" will submit the information to the BOC and continue to the next screen.

The STC does not establish an approved tuition for Special Certifications that cost \$2 per trainee per hour, or less. STC participating departments have standing permission to use STC funds to pay enrollment fees that fall below this threshold via the "discretionary course cost" option.

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#### 6.3.2 Course Instructors - Part 1



#### 6.3.2.1 Description

Special Certifications require abbreviated resume information about each course instructor. Unlike the RFC, these instructors are course-specific and may not be used for other Special Certifications or RFCs. Initially, there will be no instructors for the course. Click the "CLICK HERE" hyperlink to add an instructor.

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### 6.3.3 Course Instructors - Part 2

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	_
Special Certification - Instructor Information Instructor Last Name Instructor First Name	MI
Instructor Last Name Instructor First Name	IVII
Work experience which directly relates to the subject area (most recent experience first):	L
Agency/Employer Position	From To
Education (Check all applicable items):	
Major Massado F	Major
High School/GED: ☐ Master's:	
Associate Degree: Doctorate:	
Baccalaureate: Other:	
Describe Instructor's expertise in the subject area:	
December mediated on periods in the eduplest dreat	_
Continue	
Condition	•
<b>⊉</b> ] Done	internet

### 6.3.3.1 Overview:

The purpose of this screen is to develop an abbreviated online resume for instructors of a specific Special Certification. Since these instructors are specific to a single course, they will not be available for other courses.

#### 6.3.3.2 Field Information:

0.5.5.2 Tield information.					
Required	Max. Length	Format and Notes			
Yes	30	Enter instructor first name.			
Yes	20	Enter instructor last name.			
No	2	Enter instructor middle initial.			
No	50	Provide the last three relevant employers for instructor			
		(may be the same is just the position has changed).			
No	30	Provide the last three relevant positions for instructor.			
No	10	Must be a valid date mm/dd/yy or mm/dd/yyyy.			
No	10	Must be a valid date mm/dd/yy or mm/dd/yyyy.			
No	N/A	Does the instructor have a High School Diploma or GED?			
No	50	Does the instructor have an Associate Degree?			
No	50	Does the instructor have a Bachelor Degree?			
No	50	Does the instructor have a Master's Degree?			
No	50	Does the instructor have a PhD?			
No	50	Other relevant education background.			
No	None	Instructor's specific expertise to teach this course.			
	Required Yes Yes No	Required         Max. Length           Yes         30           Yes         20           No         2           No         50           No         10           No         10           No         10           No         50           No         50			

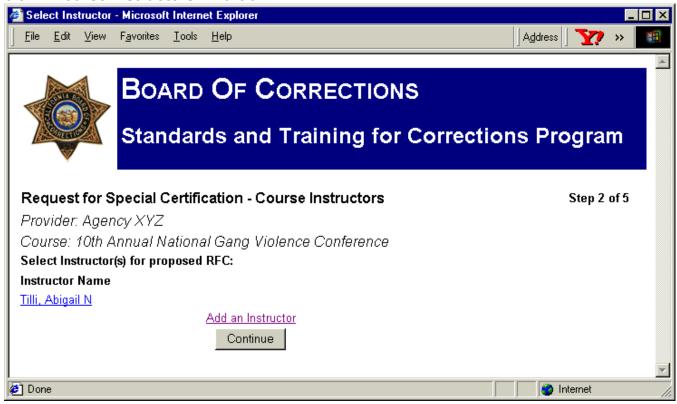
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# 6.3.3.3 Notes:

Clicking "Continue" will submit the information to the BOC and return to the <u>Instructor Selection</u> screen.

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#### 6.3.4 Course Instructors - Part 3

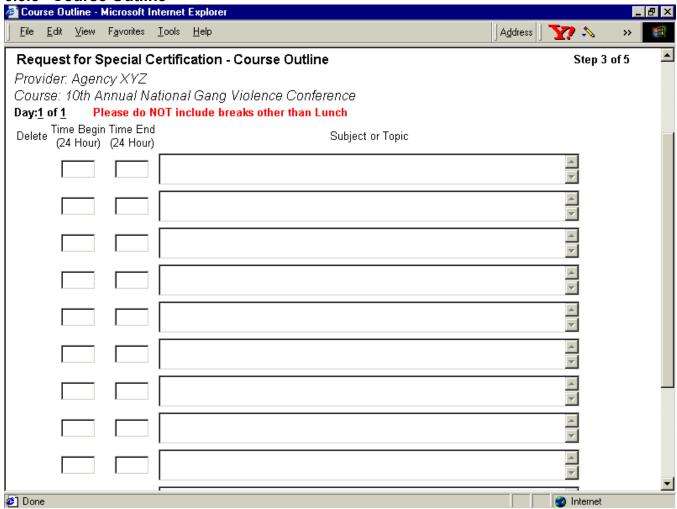


#### 6.3.4.1 Description

After completion of the abbreviated resume, the user will be returned to the Course Instructors screen. The user may add another instructor by clicking the "Add an Instructor" hyperlink or continue to the next step by clicking on the "Continue" button.

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#### 6.3.5 Course Outline



#### 6.3.5.1 Overview:

This screen will collect instruction information pertaining to each day of course instruction. Some courses may have multiple days of instruction. The counter at the top left of this screen will indicate what instruction day is being added or modified (e.g. Day: 4 of 10).

#### 6.3.5.2 Field Information:

Field Name	Required	Max. Length	Format and Notes	
Time Begin	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.	
Time End	Yes*	4	This field must be in proper military time (0800 for 8:00 am and 2030 for 8:30 pm), no ":" will be accepted. The system will validate this field.	
Subject or Topic	Yes*	None	If your subject is lengthy, you may wish to type it in a word processor and copy it into this field.	
At least one instructional segment is required to continue or add another day. Furthermore, the system will not allow partially completed segments. Each segment, if one is started, must have an entry for every field.				

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### 6.3.5.3 Notes:

- Clicking "Continue" will submit the information to the BOC and continue to the next screen. If there are multiple days of instruction for a course, clicking "Continue" will bypass those days and move to the next screen.
- Clicking "Add Day #" will submit information to the BOC and add a new day to the **Course Outline**. It may also be used to page through multiple days of instruction.

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### 6.3.6 Course Attendee Information

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<b>&gt;&gt;</b>	
4 of 5	_
	_1
	» 4 of 5

#### 6.3.6.1 Overview

This screen captures course participant information. If there are more than 10 participant, click the "Add More Participants" button after data for the first 10 participants has been entered and the system will keep track of how many pages of participants entered in the upper left corner of the screen (e.g. 1 of 3, 2 of 3, etc.,).

#### 6.3.6.2 Field Information

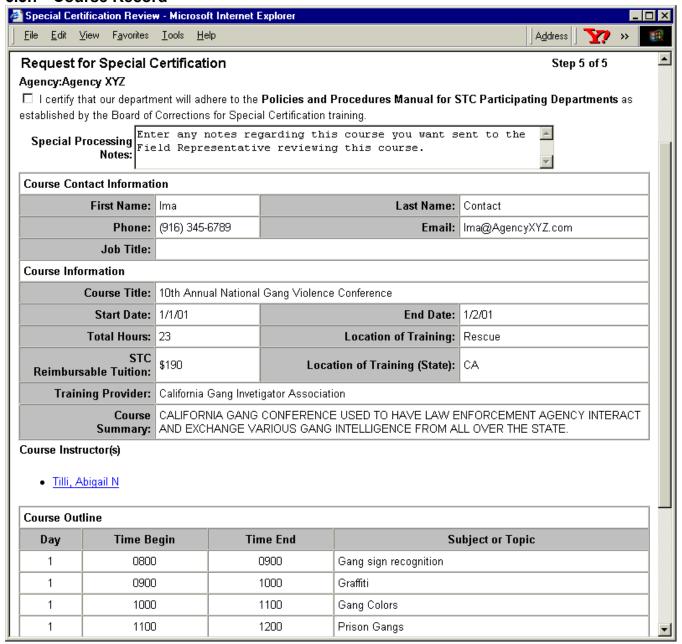
Field Name	Required	Max. Length	Format and Notes
Last Name	Yes	30	Participant's first name.
First Name	Yes	20	Participant's last name.
Employee Job Title	Yes	50	Job title of the participant.
Unique Job	No	600	This field will only be presented if the Special Certification is
Assignment			using STC funds to pay for all or part of the course.

#### 6.3.6.3 Notes

To update Course Participant information and continue to the Course Record, click the "Continue" button.

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#### 6.3.7 Course Record



#### 6.3.7.1 Overview:

The purpose of this page is to allow final review of all information for the course prior to submission. If everything is as desired, click on the Assurance checkbox and submit the course for review by BOC staff.

#### 6.3.7.2 Special Certification Course Processing

Once a course is on the BOC work base, the Field Representative has three options available to him/her; approve the course, deny the course, or return the course for revision and resubmission. An approved course will result with an email sent to the course contact. A denied course will be deleted from the RFC Application and an email will be sent to the course contact. A returned course will reappear in the user's Navigation screen and an email will be sent to the course contact.

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# 6.3.7.3 Field Information:

Field Name	Required	Max. Length	Format and Notes
Assurance	Yes	N/A	Select this option by clicking on the box or tabbing to it and pressing the space bar.
STC Sponsoring Agency	Yes	N/A	This drop-down menu will list all STC approved agencies. You must select an agency before the course can be submitted.
Special Processing Notes	No	N/A	Special processing notes to the STC Field Representative regarding this specific course.

# 6.3.7.4 Notes:

None

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# 7 Work Related Education (WRE)

# 7.1 Description

Line, supervisory, or management staff sometimes pursue continued education and development opportunities. The agency as a provider can use the WRE when all or part of the education or development opportunities relate to the job being performed in the participating agency. Also when performance of job tasks is enhanced by the education or development activity, a participating agency may request the effort (or a part of it) be counted as a portion of the annual training hours requirements.

#### 7.2 Actions

Work Related Education courses are one-time "exceptions" for special circumstances. They may not be recertified or modified. Thus the WRE has only one action available, "New." A "New" course is one that is being entered for the very first time. The user may begin a new WRE by clicking the "Create a New WRE" hyperlink on the Navigation screen.

A new WRE requires Agencies to complete three screens before submission. Users will be required to input information sequentially (i.e. Step 1 to Step 2, etc.).

It is not necessary to complete a new WRE in one sitting. If the user exits the application prior to completing the course it will appear in the *Incomplete Courses* section located at the bottom of the Navigation screen. The user may come in at any time and page to where he/she left off and continue until the course is complete. There is no time limit for completion of a WRE. However, as a precaution, the system will time out the user after 90 minutes of inactivity. If the user clicks the Continue button after 90 minutes of inactivity, he/she will be redirected to the login screen.

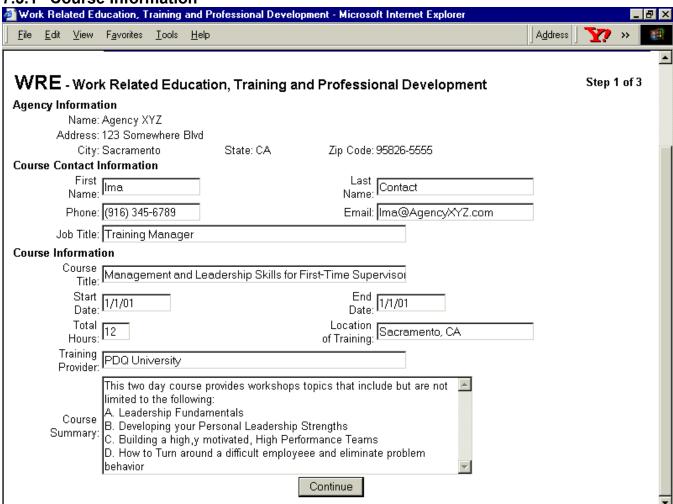
The following is a list of screens that are available to users during the creation of a new WRE:

# New 6. Course Information 7. Course Participants 8. Course Record

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#### 7.3 Screens

#### 7.3.1 Course Information



#### 7.3.1.1 Overview:

This screen collects basic contact and course information. The course contact information will prepopulate with the Agency Contact information. This is intended to be a timesaving feature. The user may change the Course Contact if necessary by entering the new information over the existing information.

#### 7.3.1.2 Field Information:

Field Name	Required	Max. Length	Format and Notes
First Name	Yes	20	The first name of the Course Contact.
Last Name	Yes	30	The last name of the Course Contact.
Phone	Yes	20	Must have numeric input. The system will accept "()" and "-" as valid characters. If you input seven or ten digits the system will automatically format the number.
Email	Yes	100	The system will validate any email address entered to make sure it fits a recognized email format (e.g. <a href="mailto:your_name@something.com">your_name@something.com</a> ).  If you need to enter multiple contact email addresses, separate them by a semi-colon followed by a space "; ".

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			Note: If there is no course contact email included for a specific course the system will send any course-level correspondence (approval, denial, delinquents rosters, etc.) to the Provider/Agency contact email address. If there is no Provider/Agency contact email address, the system will generate a letter and mail it to the Agency's address.
Job Title	Yes	50	Course Contact's job title.
Course Title	Yes	90	The title for the course.
Total Hours	Yes	3	Total hours for the course.
Date Start	Yes	10	First day of the course.
Date End	Yes	10	Last day of the course. If the course is a one-day course, enter the same date as in Date Start.
Location	Yes	50	City and state where the training occurs.
Training Provider	Yes	50	Name of provider or institution offering the course
Course Summary	Yes	None	A brief summary of the course content.

**7.3.1.3 Notes:** Clicking "Continue" will submit the information to the BOC and continue to the next screen.

Page 66 of 70 Version 1 - 10/31/01 7.3.2 Course Participants Attendee Information - Microsoft Internet Explorer File Edit View Favorites Tools Help Address **BOARD OF CORRECTIONS** Standards and Training for Corrections Program WRE - Work Related Education, Training and Professional Development Step 2 of 3 Course Title: Management and Leadership Skills for First-Time Supervisors and Managers Agency: Agency XYZ **WRE Participant Information** Page 1 of 1 Last Name First Name Employee Job Title Connert Sean Actor Actor Thieron Charleze Add More Participants Continue

#### 7.3.2.1 Overview

This screen captures course participant information. If there are more than 10 participant, click the "Add More Participants" button after data for the first 10 participants has been entered and the system will keep track of how many pages of participants entered in the upper left corner of the screen (e.g. 1 of 3, 2 of 3, etc.,).

#### 7.3.2.2 Field Information

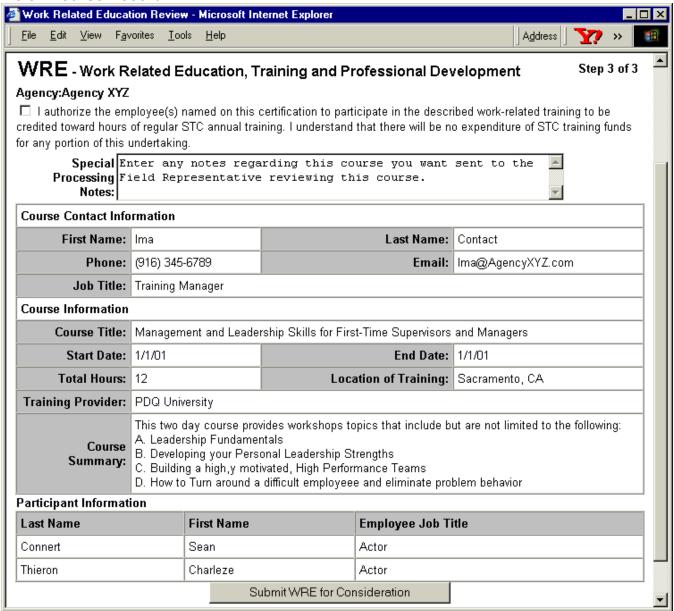
Field Name	Required	Max. Length	Format and Notes
Last Name	Yes	30	Participant's first name.
First Name	Yes	20	Participant's last name.
Employee Job Title	Yes	50	Job title of the participant.

#### 7.3.2.3 Notes

To update Course Participant information and continue to the Course Record, click the "Continue" button.

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#### 7.3.3 Course Record



#### 7.3.3.1 Overview:

The purpose of this page is to allow final review of all information for the course prior to submission. If everything is as desired, click on the Assurance checkbox and submit the course for review by BOC staff.

#### 7.3.3.2 WRE Course Processing:

Once a course is on the BOC work base, the Field Representative has three options available to him/her; approve the course, deny the course, or return the course for revision and resubmission. An approved course will result with an email sent to the course contact. A denied course will be deleted from the RFC Application and an email will be sent to the course contact. A returned course will reappear in the user's <a href="Navigation">Navigation</a> screen and an email will be sent to the course contact.

#### 7.3.3.3 Field Information:

Field Name	Required	Max. Length	Format and Notes
Assurance	Yes	N/A	Select this option by clicking on the box or tabbing to it and

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			pressing the space bar.
STC Sponsoring	Yes	N/A	This drop-down menu will list all STC approved agencies. You
Agency			must select an agency before the course can be submitted.
Special Processing	No	N/A	Special processing notes to the STC Field Representative
Notes			regarding this specific course.

# 7.3.3.4 Notes:

None

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